

23 October 1967

OFFICE OF SECURITY NOTICE NO. 67-18

FOR : All Office of Security Employees

SUBJECT: Assignment and Responsibilities of the  
Special Assistant for Automatic Data Processing

1. The Special Assistant for Automatic Data Processing is assigned to the Executive Staff as coordinator of all ADP activities of the Office of Security. He is responsible to the Director of Security through the Executive Officer for:

- (a) The policy aspects of ADP planning and application within the Office of Security;
- (b) Coordinating all Office of Security ADP matters with other Agency components as appropriate;
- (c) Coordinating Office of Security efforts towards the establishment and maintenance of Agency security policy and procedures applicable to the ADP field;
- (d) Monitoring and advising on the security aspects of ADP application and use in such community projects where CIA has the overall primary security responsibility.

Group 1  
Excluded from automatic  
downgrading and  
declassification

~~CONFIDENTIAL~~